



Minutes

1. Call to order

Committee Chairperson Debby Brauer called the meeting to order at 3:04 p.m.

2. Roll call

Upon roll call, Trustees DeRosa and Brauer were physically present.

3. Introduction of visitors

None.

4. Public comment

None.

5. Closed session for the purpose of the review of closed session minutes and audio recordings in compliance with 5 ILCS 120/2(c)(21)

There being no visitors present, review proceeded without going into closed session.

Annual Secretary's Audit was completed. All records were found to be accurate.

Closed session minutes: The Committee found no new closed-session minutes. One set of closed-session minutes continues to require confidentiality.

Closed session recordings: The Committee found record of the following closed session audio recordings created prior to February 2021. As they are 18 or more months old, the following may be destroyed:

- regular Board meeting of December 15, 2020, first executive session
- regular Board meeting of December 15, 2020, second executive session

6. Other business

None.

7. Date for next meeting

To be arranged after new committee appointment by the President in/near January 2023.

8. Adjournment

Trustee Brauer adjourned the meeting at 4:25 p.m.

Approved on:

Trustee

Trustee

Prepared by: Debby Brauer



Board of Library Trustees Regular Meeting
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
August 16, 2022, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:00 p.m. Secretary Westhoff was present.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Brauer, DeRosa, Jefferson, Snyder, and Westhoff were present. Trustee Boland was absent.

3. Approval of agenda

Trustee Brauer moved seconded by Trustee Snyder, to amend item 8.c. to be presented by Trustee Brauer rather than Trustee Boland. The Board approved the agenda as amended by general consent.

4. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Administrative Associate Karla Nora, Technology Support Specialist Ethan Hoegler, staff member Jean Bolliger, Friends of the Library representative Meg Cipar, and members Emilie Cheng, Mary Spila, and Tom Arends.

5. Public comment

Tom Arends thanked the library staff for good access to materials and services at the library.

6. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar reported that the Friends are getting ready for the next book sale on October 14-16. They are hosting an appreciation event on September 14 to thank the Friends of the Library volunteers.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on July 21 and has \$16,975.70 in assets. The Foundation Board is preparing for a joint meeting with the Board of Trustees on August 24. The Foundation is planning to have a Giving Tuesday campaign and annual campaign for end of year fundraising. The next meeting will be August 18.

c. RAILS/ILA

Executive Director Dilger reported that the Illinois Library Association annual conference will be October 18-20, 2022. Trustee Day will be on Thursday, October 20. Trustee DeRosa said she will attend on this date.

7. Unfinished business

a. Appointment to fill trustee vacancy

The Trustee Search Committee met on August 2. The interview questions and applications were shared with trustees and are available in the trustee shared folder. The Board will meet as a Committee of the Whole on August 29 at 6:30 p.m. to conduct interviews.

8. New business

a. Budget and appropriations draft 2022-2023

Trustee Jefferson advised that the draft budget and appropriations will be reviewed in detail by the Finance Committee and will be voted on at the September regular Board meeting. Questions or comments can be made to Executive Director Dilger or Finance Manager Mary Myers.

b. Approval of policy changes

i. Policy 11—Private Policy

Trustee Snyder moved, seconded by Trustee Brauer, approval of changes to Policy 11—Privacy Policy as presented, effective September 1, 2022.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland
Vote:	Motion carried.

ii. Policy 9-10.5 COVID-19 Vaccinations

Executive Director Dilger reviewed the policy changes and noted the proposed change to no longer require staff who are not vaccinated to take a weekly COVID-19 test due to costs and hardship in finding testing sites. Trustee Snyder moved, seconded by Trustee DeRosa, approval of changes to Policy 9-10.5 COVID-19 Vaccinations as presented, effective September 1, 2022.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland
Vote:	Motion carried.

c. Certification of the Illinois Public Library Annual Report (IPLAR) to the State Library

Trustee Brauer moved, seconded by Trustee Snyder, to approve and submit the IPLAR report to the Illinois State Library as presented.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland
Vote:	Motion carried

9. President's report

a. Review of library board advocacy activities

No report.

b. Joint meeting with Library Foundation

Trustee Snyder reminded the Board of the special board meeting with the Palatine Library Foundation on Wednesday, August 24. The purpose of the meeting is to determine how the Board can assist the Foundation in its efforts for fundraising, advocacy, and recruiting new members.

c. Land acknowledgment best practices

Trustee Snyder reviewed the recommendations for using the land acknowledgement statement. The Board discussed how to use the statement and issues regarding equity, diversity, and inclusion (EDI). Trustees thanked the Library's EDI committee for preparing the statement. Trustee Snyder advised that he will read the statement at the September board meeting and will consider trustees comments to determine how to move forward.

10. Treasurer's Report

Trustee Jefferson reviewed the Finance Manager's highlights of expenses for the month/fiscal year ending July 31, 2022.

11. Director's report

Executive Director Dilger thanked Trustee Westhoff and all those who participated in the Fourth of July parade, especially staff member Jean Bolliger for helping to create the parade float.

Dilger discussed how the Library has benefited from funding from the Palatine Rotary and encouraged board members to support the Palatine Rotary Oktoberfest on September 16-18.

Dilger reviewed the Illinois Public Library Annual Report's data for fiscal years 2020, 2021, and 2022 and discussed changes in the reference questions, circulation, self-checkout, and meeting/study room use.

a. Strategic plan mid-year update

Executive Director Dilger shared the strategic plan progress report.

12. Committee reports

a. Finance Committee

Trustee Jefferson reported that the next meeting is September 6 at 5:00 p.m. The committee will discuss the budget and appropriations, annual review of investments, and interfund transfers.

b. Minutes Review Committee

Trustee Brauer reported that committee met on August 8. The annual secretary's audit was completed and the records were accurate. There were no new closed session minutes for review and one set of closed session minutes continues to require confidentiality. Two recordings were eligible for destruction. President Snyder discharged this committee.

c. Policy Committee

Committee Chair Snyder reported that the committee met on August 4. The next meeting will be on September 1 at 9:00 a.m.

d. Trustee Search Committee

Trustee Brauer reported on this committee earlier in the meeting under 7.a.

13. Consent agenda

a. Approval of minutes

- i. regular meeting of July 19, 2022
- ii. Trustee Search Committee meeting of August 2, 2022
- iii. Policy Committee meeting of August 4, 2022

b. Approval to destroy closed session recordings

- i. regular Board meeting of December 15, 2020, first executive session
- ii. regular Board meeting of December 15, 2020, second executive session

c. Approval of Warrant 2023-02 in the amount of \$619,018.95

Trustee Brauer moved, seconded by Trustee Jefferson, approval of the Consent Agenda as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and Westhoff

Ayes: None

Abstain: None

Absent: Boland

Vote: Motion carried.

14. Correspondence

None.

15. Adjournment

President Snyder adjourned the meeting at 7:52 p.m.

Approved: _____

Hal Snyder, President

Jeffrey Westhoff, Secretary



**Board of Library Trustees
Special Board Meeting**
Jeanette Spillman-Westhoff Story Room B
700 N. North Court, Palatine, IL
August 24, 2022, 7:00 p.m.

**Joint Meeting of the Library Board of Trustees
and the Palatine Library District Foundation**

Minutes

1. Call to order

President Snyder called the meeting to order at 7:03 p.m. Secretary Westhoff was present.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, DeRosa, Jefferson, Snyder, and Westhoff were present. Trustee Brauer was absent.

3. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Library Foundation President Ed Kerr, Library Foundation member John Haniotes, and District member Julie O’Nan.

4. Public comment

None.

5. Discussion of Library Strategic Plan 2018-2022

Executive Director Dilger led Trustees in a discussion of the Library’s achievements under the current strategic plan.

6. Discussion of PPLD Foundation Activity Plan FY 2023-FY 2025

Foundation Board members, including Trustee Jefferson, discussed the Foundation’s plans through 2025. They answered questions from Library Trustees. The Foundation board asked Library Trustees for help in recruiting new Foundation members.

7. Discussion of process for next Library Strategic Plan

Executive Director Dilger said the process for the next Strategic Plan, which had been delayed because of COVID, would begin mid-fall 2022.

8. Other business

None.

9. Date for next meeting

To be determined.

10. Adjournment

President Snyder adjourned the meeting at 8:21 p.m.

Approved: _____

Hal Snyder, President

Jeffrey Westhoff, Secretary



**Board of Library Trustees
Committee of the Whole**
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
August 29, 2022, 6:30 p.m.

Minutes

1. Call to order

Committee Chair Brauer called the meeting to order at 6:32 p.m. Secretary Westhoff was present.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, DeRosa, Snyder, and Westhoff were present. Trustee Jefferson was absent. He arrived at 6:36 p.m.

3. Introduction of visitors

In attendance were Executive Director Jeannie Dilger and Assistant Director Melissa Gardner.

4. Public comment

None.

5. Trustee candidate interviews

Trustees interviewed candidate Melissa Ortega via video conference. Trustees then interviewed Candidate Mary Spila in person.

Committee Chair Brauer called a recess at 7:24 p.m.

Committee Chair Brauer reconvened the meeting at 7:59 p.m.

Trustees interviewed candidate Bhumika Puklin, followed by candidate Deanna Santman. Both were interviewed in person.

6. Closed session for the purpose of selection of a person to fill a vacancy in the public office of Trustee in compliance with 5 ILCS 120/2 (c)(3)

Trustees decided against going into closed session. They discussed their thoughts on the candidates for the vacant Board seat.

Trustee Snyder moved, seconded by Trustee Jefferson, that Bhumika Puklin be appointed to fill the vacant position on the Board.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff

Nays: None

Abstain: None

Absent: None

Vote: **Motion carried.**

Executive Director Dilger said she would inform the candidates of the Board's decision.

7. New business

None.

8. Date for next meeting

None.

9. Adjournment

Committee Chair Brauer adjourned the meeting at 9:12 p.m.

Approved: _____

Hal Snyder, President

Jeffrey Westhoff, Secretary



Minutes

1. Call to order

Trustee Snyder called the meeting to order at 9:06 a.m.

2. Roll call

Upon roll call, Trustees Snyder and Westhoff were present.

3. Introduction of visitors

Executive Director Dilger was present.

4. Public comment

None.

5. Review and discussion of policies

- a. Policy 3—Library Operations was discussed.
- b. Appendix 3A—Hours of Operation was discussed.
- c. Appendix 3B—ALA Code of Ethics was discussed.
- d. Appendix 3C—ALA Library Bill of Rights – no edits were proposed
- e. Appendix 3D—Code of Conduct – no edits were proposed

6. Review and discussion of policy review schedule and additional policies which need to be addressed

Policy review schedule was reviewed. The October meeting will include review of Policy 8, Community Relations, and related appendices. The November meeting will include review of Policy 4, Library Administration, and related appendices.

7. Other business

None.

8. Date for next meeting

The next meeting will be on Thursday, October 6, 2022, at 9 a.m.

9. Adjournment

Trustee Snyder adjourned the meeting at 9:49 a.m.

Approved on: _____

Hal Snyder, President

Jeffrey Westhoff, Secretary

Bills to be Paid for 09/20/2022 Warrant

Vendor name	Account line	Amount line	Memo
ALBERTSONS/SAFEWAY	Program Supplies - YTS	\$23.31	YTS & AS program supplies
ALBERTSONS/SAFEWAY	Program Supplies - AS	\$23.19	YTS & AS program supplies
ALBERTSONS/SAFEWAY	Communications Dept Supplies	\$49.02	Program supplies & Benefits Fair
ALBERTSONS/SAFEWAY	Misc. Fringe Benefits	\$22.47	Program supplies & Benefits Fair
ALBERTSONS/SAFEWAY	Program Supplies - AS	\$23.12	Program supplies & Benefits Fair
AMERICAN LIBRARY ASSOCIATION	Memberships	\$228.00	Membership - #0138219 J Dilger - EE gave check for \$78
APPLE INC.	Computers/Technology	\$4,036.00	Displays for comms
Algonquin Area Public Library	Cultural/Ed Programs - AS	\$84.00	Native Voices
Audre Ra Design	Cultural/Ed Programs - Tech	\$350.00	Watercolor Wreaths
BANK OF AMERICA - SC	Communications Dept Supplies	\$29.99	charges July 2022
BANK OF AMERICA - SC	Technology Support	\$0.24	charges July 2022
BANK OF AMERICA - SC	Technology Support	\$8.00	charges July 2022
BANK OF AMERICA-JD	Technology Support	\$262.50	Charges - Aug 2022
BANK OF AMERICA-JD	Technology Support	\$2.26	Charges - Aug 2022
BENSON, RAYMOND	Cultural/Ed Programs - AS	\$250.00	Movie Club
Blackstone Publishing	Nonprint Materials	\$176.40	nonprint/AV
CAREY ELECTRIC CONTRACTING, INC.	Fire and Security	\$1,476.00	fire horn strobe in UGPG
CENGAGE LEARNING INC - GALE	Print Materials	\$969.37	books, Aug 2022
CENTER POINT LARGE PRINT	Print Materials	\$147.42	Books
CHICAGO SUN TIMES	Print Materials	\$624.00	Annual Renewal
CHILDREN'S PLUS INC.	Nonprint Materials	\$76.74	stem kit books
CHILDREN'S PLUS INC.	Print Materials	\$262.28	print
CHILDREN'S PLUS INC.	Print Materials	\$20.35	print
CHILDREN'S PLUS INC.	Print Materials	\$1,061.22	print
COLLEY ELEVATOR CO.	Elevator	\$1,608.00	Elevator inspection
COLLEY ELEVATOR CO.	Elevator	\$1,555.00	Elevator inspection
COMCAST	Internet Service	\$410.88	Internet Svc - a/c #8771101230188506
COMCAST	Internet Service	\$141.85	Rand Rd - 8771101230189926
COMCAST	Internet Service	\$283.70	Internet Svc - a/c #877110122320101
COMPLETE CLEANING COMPANY, INC	Cleaning Service	\$7,150.00	09/22 cleaning services
CULLIGAN WATER CONDITIONING, INC	Water	\$14.00	water
CUMMINS	Building Maintenance	\$488.10	Generator PM
CURRENT TECHNOLOGIES CORPORATION	Computers/Technology	\$253.23	UPS battery
CURRENT TECHNOLOGIES CORPORATION	Technology Support	\$634.74	Visio Pro License (HVAC)
CURRENT TECHNOLOGIES CORPORATION	Technology Support	\$563.63	VMware renewal & support
CURRENT TECHNOLOGIES CORPORATION	LAN Management	\$4,410.00	IT Support
CURRENT TECHNOLOGIES CORPORATION	LAN Management	\$460.00	Network monitoring
D & Z HOUSE OF BOOKS	Print Materials	\$66.48	Books
DEMCO	Collection Supplies - CS	\$41.71	fluorescent dots
ELENCO ELECTRONICS, INC.	Nonprint Materials	\$16.10	electrodes
ELM USA, INC.	Collection Supplies - CS	\$131.71	AV cleaning
ENGIE	Electricity	\$919.88	electricity 6/10-7/12/2022
ENGIE	Electricity	\$8,520.67	electricity 7/12-8/10/2022
ETTINGER, FRED R.	Cultural/Ed Programs - AS	\$75.00	10/04/22 resume clinic
EVERLIVING GREENERY	Landscaping and Lawn Service	\$377.00	Foliage Maintenance
EVERLIVING GREENERY	Landscaping and Lawn Service	\$377.00	Foliage Maintenance
EXXON-MOBIL	Van Fuel	\$134.32	Van Fuel - 08/2022
FIRST COM (GLOBAL COM)	Telephone Lease	\$2,085.66	phone lease
FOTOPOULOS, KAREN	Cultural/Ed Programs - AS	\$80.00	Chair Yoga
Fambro Management LLC	Cultural/Ed Programs - YTS	\$230.00	Chess Scholars
First Bank Card	Workshop Supplies	\$1,102.60	American Button Machines - button supplies
First Bank Card	Community Information	\$400.00	Elderwerks Ed - Advertisement
First Bank Card	Communications Dept Supplies	\$20.00	Starbucks - market day
First Bank Card	Communications Dept Supplies	\$24.96	Spunky Dunkers - market day
First Bank Card	Nonprint Materials	\$19.99	Netflix
First Bank Card	Workshop Supplies	\$249.99	Johnson Plastics - sublimation blanks
First Bank Card	Copier & Printer Supplies	\$73.92	BlueDodgelnk - waste toner boxes
First Bank Card	Computers/Technology	\$91.98	Feitan Tech - ZFA tokens
First Bank Card	Technology Support	\$574.81	Adobe cloud
First Bank Card	Technology Support	\$44.97	Zoom
First Bank Card	Nonprint Materials	\$19.99	Netflix
First Bank Card	Nonprint Materials	\$19.99	Netflix
First Bank Card	Human Resources Supplies	\$57.99	Staplers - HR supplies
First Bank Card	Misc. Fringe Benefits	\$3.75	Dollar Tree - HR benefits fair
Fit4Mom Chicago Northwest	Cultural/Ed Programs - YTS	\$150.00	Stroller Storytime
GIRE, DANN	Cultural/Ed Programs - AS	\$250.00	Movie Club
HALLORAN & YAUCH, INC	Landscaping and Lawn Service	\$316.92	east Irrigation repair valve replacement
HAYES MECHANICAL	HVAC	\$1,207.00	Inspected heat pumps
HAYES MECHANICAL	HVAC	\$1,729.00	MUAU Patch Repairs

HAYES MECHANICAL	HVAC	\$343.00	Condensate pump hanging from heat pump
HAYES MECHANICAL	HVAC	\$468.10	Flushed water strainer and heat exchanger
Hoffman Estates Park District	Leases(Branches)	\$2,500.00	Rent
HOLTON BROTHERS, INC.	Concrete, Masonry & Paving	\$17,080.00	tuck pointing, window caulking
HOLTON BROTHERS, INC.	Concrete, Masonry & Paving	\$6,650.00	tuck pointing, window caulking
Home Depot	Maintenance Supplies	\$37.44	rollers
HR SOURCE	Consultants	\$520.00	Benchmarking - tech associates
INDEPENDENT CONSTRUCTION SERVICES, INC.	Owner's Rep	\$420.00	Main Reno - Jul 2022
INDEPENDENT CONSTRUCTION SERVICES, INC.	Building Consulting	\$140.00	Main Reno - Jul 2022
INDEPENDENT CONSTRUCTION SERVICES, INC.	Owner's Rep	\$700.00	Main Reno - Jul 2022
INGRAM-2004115	Print Materials	\$18,109.57	books/non print
Interiors for Business	Furniture, Fixtures & Equipment	\$8,364.37	Main reno - final pay app
J&R LOCK & SAFE, INC.	Maintenance Supplies	\$24.40	keys
Jeanne Grelck	Cultural/Ed Programs - Tech	\$150.00	Traditional Calligraphy Gift Tags
KANOPY LLC	Electronic Materials	\$1,222.00	eResources
KLEIN THORPE AND JENKINS, LTD	Legal	\$202.50	Legal services - July 2022
KLEIN THORPE AND JENKINS, LTD	Legal	\$90.00	Legal services - July 2022
KONICA MINOLTA	Copier & Printer Maintenance	\$715.22	Copier leases 061-01499589-000
KONICA MINOLTA	Copier & Printer Maintenance	\$442.89	Copier leases 061-0170662-000
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	\$77.11	Copier Maintenance - a/c #166243
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	\$288.70	Copier Maintenance - a/c #166243
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	\$24.27	Copier Maintenance - a/c #166243
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	\$238.03	Copier Maintenance - a/c #166243
LABELVALUE.COM	Collection Supplies - CS	\$88.56	Dymo LV-30339 8mm video labels
LAKESHORE LEARNING MATERIALS	Program Supplies - YTS	\$162.16	Bug discovery & sorting kit
LAKESHORE LEARNING MATERIALS	Nonprint Materials	\$73.58	life cycle kit
LAUTERBACH & AMEN LLP	Audit Fund Expenses	\$4,800.00	FY21/22 Audit
LIBRARY FURNITURE INTERNATIONAL, INC.	Furniture, Fixtures & Equipment	\$13,292.30	Branch Furniture - Final Payment
MANGO LANGUAGES	Databases	\$5,469.78	mango languages
MIDWEST TAPE	Nonprint Materials	\$5,982.28	nonprint
MIDWEST TAPE-HOOPLA	Electronic Materials	\$5,598.99	eResources - August 2022
MORNINGSTAR	Databases	\$7,323.00	Subscription Renewal - 11/01/2021 - 11/01/2023
MUTUAL ACE PALATINE	Maintenance Supplies	\$15.29	keys, grommets, tape
Mallory Mortillaro	Cultural/Ed Programs - AS	\$250.00	The Discovery of a Masterpiece
Mid-West Sign Supply Inc.	Computers/Technology	\$237.55	Roland replacement parts
Mid-West Sign Supply Inc.	Computers/Technology	\$13.28	Roland replacement parts
NEW READERS PRESS	Print Materials	\$60.44	24 week subscription news for you
NORTHWEST COMMUNITY HEALTHCARE	Leases(Branches)	\$696.50	Rand Road Branch Lease - Oct 2022
NPN360	Collection Supplies - CS	\$421.40	damage slips
OCLC	Interlibrary loan/Recip Borrow	\$353.63	Web Dewey
OVERDRIVE INC.	Electronic Materials	\$1,246.79	e-resources
OVERDRIVE INC.	Electronic Materials	\$938.94	e-resources
OVERDRIVE INC.	Electronic Materials	\$977.77	e-resources
OVERDRIVE INC.	Electronic Materials	\$1,117.23	e-resources
OVERDRIVE INC.	Electronic Materials	\$1,233.03	e-resources
OVERDRIVE INC.	Electronic Materials	\$463.44	e-resources
OVERDRIVE INC.	Electronic Materials	\$887.60	e-resources
OVERDRIVE INC.	Electronic Materials	\$1,198.29	e-resources
OVERDRIVE INC.	Electronic Materials	\$3,459.73	e-resources
OVERDRIVE INC.	Electronic Materials	\$553.88	e-resources
OVERDRIVE INC.	Electronic Materials	\$407.55	e-resources
PADDOCK PUBLICATIONS-WANT ADS	Want Ads/Legal Notices	\$36.45	Public Hearing & Notices - B&A ORD
PALATINE AREA CHAMBER OF COMMERCE	Community Information	\$175.00	Business Expo Booth
PETTY CASH	Inservce & Training/Mileage	\$47.31	July 2022
PETTY CASH	Program Supplies - YTS	\$49.28	July 2022
Peerless Network	Telephone	\$264.02	POTS Lines
QUILL CORPORATION	Collection Supplies - CS	\$286.56	book tape
QUILL CORPORATION	Collection Supplies - CS	\$387.91	book tape, markers and pop up notes
QUILL CORPORATION	Collection Supplies - CS	\$286.56	book tape
ROTARY CLUB OF PALATINE	Memberships	\$149.00	Membership - Jul-Sep 2022
SCOTT LANDSCAPES LLC	Landscaping and Lawn Service	\$634.00	08/22 Lawn Service
SHOWCASES	Collection Supplies - CS	\$101.52	DVD cases
SMG Security Holdings, LLC	Fire and Security	\$49.00	Burglar alarm - Sep 2022
SMG Security Holdings, LLC	Fire and Security	\$49.00	Burglar alarm
SUE GARCIA FITNESS, INC	Cultural/Ed Programs - YTS	\$100.00	Family Zumba
SYNCB/AMAZON	General Service Supplies	\$11.98	Refrigerator lock
SYNCB/AMAZON	Collection Supplies - CS	\$123.99	3 ring binder
SYNCB/AMAZON	Print Materials	\$25.44	print
SYNCB/AMAZON	Nonprint Materials	\$12.20	nonprint
SYNCB/AMAZON	Nonprint Materials	\$33.98	nonprint
SYNCB/AMAZON	Nonprint Materials	\$29.99	nonprint
SYNCB/AMAZON	Print Materials	\$19.99	print

SYNCB/AMAZON	Print Materials	\$11.46	print
SYNCB/AMAZON	Nonprint Materials	\$8.95	nonprint
SYNCB/AMAZON	Print Materials	\$13.99	print
SYNCB/AMAZON	Nonprint Materials	\$19.49	nonprint
SYNCB/AMAZON	Nonprint Materials	\$159.99	nonprint
SYNCB/AMAZON	Nonprint Materials	\$127.45	nonprint
SYNCB/AMAZON	General Service Supplies	\$38.32	vinyl gloves
SYNCB/AMAZON	General Service Supplies	\$14.65	note books
SYNCB/AMAZON	Collection Supplies - CS	\$49.99	tape
SYNCB/AMAZON	Print Materials	\$24.99	book
SYNCB/AMAZON	Print Materials	\$18.00	book
SYNCB/AMAZON	Print Materials	\$23.95	book
SYNCB/AMAZON	Print Materials	\$8.62	book
SYNCB/AMAZON	Print Materials	\$21.29	book
SYNCB/AMAZON	Print Materials	\$30.95	book
SYNCB/AMAZON	Print Materials	\$13.92	book
SYNCB/AMAZON	Print Materials	\$24.24	book
SYNCB/AMAZON	Nonprint Materials	\$76.56	non-print
SYNCB/AMAZON	Print Materials	\$24.40	book
SYNCB/AMAZON	Nonprint Materials	\$142.50	non-print
SYNCB/AMAZON	Nonprint Materials	\$891.00	telescopes
SYNCB/AMAZON	Nonprint Materials	\$119.97	video games
SYNCB/AMAZON	Program Supplies - YTS	\$58.55	program supplies
SYNCB/AMAZON	Print Materials	\$11.10	print
SYNCB/AMAZON	Print Materials	\$13.95	print
SYNCB/AMAZON	Print Materials	\$15.95	print
SYNCB/AMAZON	Print Materials	\$25.99	book
SYNCB/AMAZON	Print Materials	\$29.95	book
SYNCB/AMAZON	Print Materials	\$56.85	books
SYNCB/AMAZON	Print Materials	\$47.04	books
SYNCB/AMAZON	Nonprint Materials	\$34.19	duffle bag
SYNCB/AMAZON	Nonprint Materials	\$179.97	video games
SYNCB/AMAZON	Nonprint Materials	\$68.38	duffle bag
SYNCB/AMAZON	Nonprint Materials	\$197.90	microphone system
SYNCB/AMAZON	Nonprint Materials	\$169.95	mahjong set
SYNCB/AMAZON	General Service Supplies	\$25.88	PS4 charging dock
SYNCB/AMAZON	General Service Supplies	\$85.52	adm supplies
SYNCB/AMAZON	Program Supplies - YTS	\$11.98	straws
SYNCB/AMAZON	Program Supplies - YTS	\$10.70	wood beads
SYNCB/AMAZON	Program Supplies - YTS	\$8.09	quart bags
SYNCB/AMAZON	Print Materials	\$31.86	book
SYNCB/AMAZON	Nonprint Materials	\$49.99	video game
SYNCB/AMAZON	Program Supplies - YTS	\$62.96	program supplies
SYNCB/AMAZON	General Service Supplies	\$65.20	adm supplies
SYNCB/AMAZON	General Service Supplies	\$38.77	adm supplies
SYNCB/AMAZON	General Service Supplies	\$44.91	adm supplies
SYNCB/AMAZON	General Service Supplies	\$51.66	adm supplies
SYNCB/AMAZON	General Service Supplies	\$47.23	adm supplies
SYNCB/AMAZON	General Service Supplies	\$55.55	adm supplies
SYNCB/AMAZON	General Service Supplies	\$38.99	adm supplies
SYNCB/AMAZON	General Service Supplies	\$16.99	bookmarks-MS
SYNCB/AMAZON	General Service Supplies	\$17.90	cash register rolls
SYNCB/AMAZON	Maintenance Supplies	\$6.69	indoor thermometer
SYNCB/AMAZON	Maintenance Supplies	\$179.85	facilities supplies
SYNCB/AMAZON	General Service Supplies	\$212.65	book cart for RRB
SYNCB/AMAZON	Nonprint Materials	\$39.99	nonprint
SYNCB/AMAZON	Nonprint Materials	\$7.06	nonprint
SYNCB/AMAZON	Nonprint Materials	\$124.99	nonprint
SYNCB/AMAZON	Nonprint Materials	\$39.99	nonprint
SYNCB/AMAZON	Program Supplies - YTS	\$48.91	international snacks
SYNCB/AMAZON	Program Supplies - YTS	\$9.99	international snacks
SYNCB/AMAZON	Workshop Supplies	\$309.99	50 pack sublimation AGH
SYNCB/AMAZON	Workshop Supplies	\$14.98	cotton swabs & blades
SYNCB/AMAZON	Workshop Supplies	\$212.38	ws supplies
SYNCB/AMAZON	Workshop Supplies	\$116.84	ws supplies
SYNCB/AMAZON	General Service Supplies	\$13.71	monthly planner
SYNCB/AMAZON	Nonprint Materials	\$44.99	nonprint
SYNCB/AMAZON	Nonprint Materials	\$500.00	Amazon gift cards
SYNCB/AMAZON	Nonprint Materials	\$39.99	video game
SYNCB/AMAZON	Nonprint Materials	\$69.99	game
Stacy Atristain Conway	Cultural/Ed Programs - AS	\$250.00	Swap Premade for Homemade
TASTE OF HOME	Print Materials	\$38.23	Taste of Home Christmas

TASTE OF HOME	Print Materials	\$38.23	Slow Cooker and One Dish
TIME FOR KIDS	Print Materials	\$55.00	Annual Subscription - Grades 5 - 6
TIME FOR KIDS	Print Materials	\$55.00	Annual Subscription - Grades 3 - 4
TIME FOR KIDS	Print Materials	\$55.00	Time for Kids Edition 2
TOWN SQUARE PUBLICATIONS	Community Information	\$1,595.00	Welcome Ad
TSAI FONG BOOKS	Print Materials	\$87.00	books
Teresa Gregory	Inservice & Training/Mileage	\$250.00	SDD - art therapist
UNIQUE MANAGEMENT SERVICES	Book Recovery Service	\$374.30	collection - 38 placements
UNITE PRIVATE NETWORKS, LLC	Internet Service	\$1,583.44	Internet - Main
VANGUARD ENERGY SERVICES, LLC	Gas	\$435.34	Service Period Jul 2022
VANGUARD ENERGY SERVICES, LLC	Gas	\$440.20	Service Period Aug 2022
Vernon	General Service Supplies	\$446.54	Book truck
VERY SMART PEOPLE LLC	Cultural/Ed Programs - Tech	\$200.00	Android Basics
VERY SMART PEOPLE LLC	Cultural/Ed Programs - Tech	\$200.00	Social Media for Business
VILLAGE OF PALATINE-WATER	Water	\$1,064.14	Water Svc - 7/25/2022
VOGUE PRINTERS, INC.	Newsletter/Communication	\$15,643.00	Sep-Nov newsletter 2022
WAREHOUSE DIRECT	Maintenance Supplies	\$257.52	Tape, hangers
WAREHOUSE DIRECT	Maintenance Supplies	\$587.98	towels, tissues, batteries
WAREHOUSE DIRECT	Maintenance Supplies	\$290.68	tissues, towels
WAREHOUSE DIRECT	Maintenance Supplies	\$54.35	towels
WAREHOUSE DIRECT	General Service Supplies	\$534.81	homebound tote bags
WAREHOUSE DIRECT	General Service Supplies	\$14.71	pocket folders
WATCO FLOORS	Maintenance Supplies	\$162.03	concrete repair epoxy
WICKSTROM FORD	Van Maintenance	\$84.95	van maintenance
Waste Management	Trash	\$280.00	Trash & Recycle 09/30/2022
Zoobean, Inc	Technology Support	\$2,179.00	Beanstalk Reading software
	TOTAL	\$199,284.24	

Palatine Public Library District
Warrant 2023-03 Payroll and Invoice Distribution Totals
For the month of September 2022

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
08/15/2022	PAYCOM	\$149,020.56
08/31/2022	PAYCOM	\$155,187.49
Total 5310 · Gross Salaries		\$304,208.05
5311 · Employer IMRF Fund Expense		
08/31/2022	IMRF	\$32,716.26
Total 5311 · IMRF Fund Expense		\$32,716.26
5312 · Employer Social Security Fund Expense		
08/15/2022	PAYCOM	\$11,147.82
08/31/2022	PAYCOM	\$11,619.60
Total 5312 · Social Security Fund Exp		\$22,767.42
5313 · Employer Health & Life Insurance Expense		
08/29/2022	BLUE CROSS BLUE SHIELD	\$26,208.02
08/22/2022	PRINCIPAL INSURANCE	\$1,806.84
Total 5313 · Health & Life Insurance		\$28,014.86
5660 · Payroll Processing Fee		
08/15/2022	Payroll Processing Fee	\$442.62
08/31/2022	Payroll Processing Fee	\$442.62
Total 5660 · Payroll Processing Fee		\$885.24
TOTAL 5300 · PAYROLL EXPENSES:		\$388,591.83
5660 - Bank & Credit Card Service Charges		\$233.65
Early Release Checks		\$0.00
Check & ACH Pmts - 09/20/22		\$199,284.24
6500 · BOND EXPENSES		
TOTAL WARRANT 2023-03		\$588,109.72

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date